

## **STEPS FOR COMPLETING 2006/07 DOE CLOSE-OUT**

The following steps are provided to assist your agency with the preparation and submission of the Close-Out Report to CSD:

1. CSD 720 (Rev. 11/06): The Close-out Checklist, (CSD 720), must be submitted with your Close-Out Report. Check the appropriate boxes and assemble the forms (if applicable), in the order in which they are listed on the checklist. Sign the certification at the bottom of the checklist verifying that all documents are accurate, complete, and attached.
2. Expenditure Report Adjustments must be applicable to the reporting period in which they occurred. Use the 2006 DOE EARS reporting process (CSD 571 as referenced in your contract) to report expenditure/activity adjustments to the data previously submitted to CSD. Report any adjustments with a plus or minus (+ or -) to both expenditure/activity data. Please note the reporting period(s) being adjusted in the comments section of form CSD 720. If there are no changes or adjustments to report, please check the "Not Applicable" box on the checklist form. **Please do not submit hard copy adjustments with the close-out.**
3. CSD 720D (Rev. 11/06): Use this form to report equipment inventory of items purchased with DOE funds and submit with close-out.
4. CSD 720E (New 11/06): Use this form to reconcile your actual costs, reimbursements, interest earned, advance payment and submit with close-out. See form for instructions.
5. Per the 2006/07 Contract, CSD 523 and CSD 524 are now annual reports and will no longer be part of the Close-Out Report.
6. If you have any questions, please contact your Field Representative.

Forward one copy of the Close-Out Report to CSD no later than **April 30, 2007**, to the following address:

Department of Community Services and Development  
700 North Tenth Street, Room 258  
Sacramento, CA 95814  
Attention: Field Operations, Energy Services Unit